JUDICIAL INFORMATION SYSTEMS/TRIAL COURT SYSTEM (TCS)
Mandatory Data Entry for Proceedings in Child Protective Proceedings (NA)
(Effective 01-01-05)

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Child removed from home	EDIT EVENT	PCN	Placement: Type Custody = Y Facility	P4: Section F, Report 1
Child returned to home	EDIT EVENT	PCN	Placement: Type Custody = N Facility	P4: Section F, Report 1
Initial Petition filed [**No** request for termination of parental rights]	EDIT CASE & PARTY		Filed Date; Offense Date; Offense Location; Petitioner, Offense Code(s)	P1: Section F, Line 2 P2: Section F, Line 10
	EVT	PET		*None*
Initial Petition filed [**With** request for termination of parental rights]	EDIT CASE & PARTY		Filed Date; Offense Date, Offense Location; Petitioner, Offense Code(s)	P1: Section F, Line 2 P2: Section F, Line 10
	EDIT EVENT	PETT		P1: Section F, Line 4
Amended Petition filed [**No** request for termination of parental rights]	EDIT EVENT	AMP		*None*
Amended Petition filed [**With** request for termination of parental rights] MCR 3.977	EDIT EVENT	AMPT		P1: Section F, Line 4

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Supplemental Petition [**No** request for termination of parental rights]	EDIT EVENT	SUP		P1: Section F, Line 6
Supplemental Petition for Emergency Removal	EDIT EVENT	SPER		Future Reporting
Supplemental Petition [**With** request for termination of parental rights] MCR 3.977	EDIT EVENT	SUPT		P1: Section F, Line 5
Preliminary Inquiry Held MCR 3.903(A)(22) 3.962	EDIT EVENT	INQ	Jurist Legal Status: N/A Dsp Field: Blank unless disposed at this hearing	AR: Line 18
Preliminary Hearing Held MCR 3.965	EDIT EVENT	PRH	Jurist Legal Status: N/A Dsp Field: Blank unless disposed at this hearing	AR: Line 19
Entry of signed Order After Preliminary Hearing/Inquiry Child Not Removed from the Home JC 11	EDIT EVENT	OFIQ *Event follows PRH or INQ event*	Date of entry of order Jurist	
Entry of signed Order After Preliminary Hearing/Inquiry Child Removed from the Home JC 11a	EDIT EVENT	OFPH *Event follows PRH or INQ event*	Date of entry of order Jurist	

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Petition Authorized by Court MCR 3. *Form JC 04, Paragraph 8, check box "is" authorized checked and signed by Judge or Referee*	EDIT PARTY*		Authorization Date; Jurist *An event of AUT/Petition Authorized will be created	P4: Section F, Report 1
	-or-			
	EDIT EVENT	PRH	Jurist Result: AUT Legal Status: N/A	
Motion Hearing Held	EDIT EVENT	MOH WKH	Case must be at "Open" status Jurist Legal Status: N/A	AR: Line 21
			Case must be at "Adju" status Jurist Legal Status: N/A	AR: Line 26
Pre-trial Hearing Held	EDIT EVENT	PTH	Jurist Legal Status: N/A	AR: Line 20
Plea of Admission/No Contest Hearing Held MCR 3.971	EDIT EVENT	ADH -OR- FOH	Legal Status: TWC, TWS or TWA Jurist Dsp Field	P2: Section F, Line 3 P2: Section F, Line 7 AR: Line 22

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Entry of signed Order Following Adjudication Hearing -or- Entry of Signed Record of Trial/Plea (JC 13)	EDIT EVENT	OFAH -or- RTP *Event follows ADH or FOH*	Date of entry of order Jurist	Future Reporting
Bench Trial MCR 3.903 and 3.972	EDIT EVENT	TRLN	Legal Status: TWC, TWS or TWA Jurist **if disposition is** Dsp. Field: FPC	P2: Section F, Line 7 AR: Line 23 P2: Section F, Line 2
			Legal Status: N/A Jurist **if disposition is** Dsp Field: NFPC	AR: Line 23 P2: Section F, Line 2
		CLJF	If disposition is NFPC	P2: Section F, Report 1

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Jury Trial MCR 3.903 and 3.972	EDIT EVENT	TRLJ	Legal Status: TWC, TWS or TWA Jurist **if disposition is** Dsp Filed: FPC **-or-**	P2: Section F, Line 7 P2: Section F, Line 1 AR: Line 24
			Legal Status: N/A Jurist **if disposition is** Dsp Field: NFPC **if disposition is** Dsp Field: DIS	P2: Section F, Line 1 P2: Section F, Line 4 AR: Line 24
		CLJF	If disposition is NFPC or DIS	P4: Section F, Report 1
Entry of signed Order Following Adjudication Hearing -or- Record of Trial/Plea (JC 13)	EDIT EVENT	OFAH -or- RTP *Event follows TRLN or TRLJ*	Date of entry of order Jurist	Future Reporting
Petition Dismissed or Withdrawn	EDIT EVENT	ANY VALID HEARING	Jurist Dsp. Field: DIS or WTDW Legal Status: N/A	P2: Section F, Line 4 AR: Line associated with valid hearing type
		CLJF		P4: Section F, Report 1 (if dismissed/withdrawn after petition was authorized)

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Petition Transferred	EDIT EVENT	ANY VALID HEARING	Jurist Dsp Field: CHV, TRS, TTC Legal Status: N/A	P2: Section F, Line 5 AR: Line associated with valid hearing type
		CLJF		P4: Section F, Report 1 (if transferred after petition was authorized)
Petition Not Authorized	EDIT EVENT	INQ, PRH -or- ANY VALID HEARING	Jurist Dsp Field: NAP Legal Status: N/A	P2: Section F, Line 6 AR: Line 18, 19 or Line associated with valid hearing type.
		CLJF		
Original Dispositional Hearing Held MCR 3.973	EDIT EVENT	DSP	Jurist Legal Status: None, unless different from current legal status on minor's file	AR: Line 25
Entry of signed initial Order of Disposition, Child In Home (Child Protective Proceedings) Form JC 17 MCR 3.973(F)	EDIT EVENT	OFID *Event follows DSP event*	Date of entry of order Jurist	P4: Section F, Report 1

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Entry of signed initial Order of Disposition, Child Removed from Home (Child Protective Proceedings) Form JC 26 MCR 3.973(F)	EDIT EVENT	OFID *Event follows DSP event*	Date of entry of order Jurist	P4: Section F, Report 1
Progress Review Hearing (Child In Home) Held MCR 3.974(A)	EDIT EVENT	PRN	Legal Status: N/A unless different from current legal status on minor's file	AR: Line 28
Entry of signed Order Following Progress Review JC 19	EDIT EVENT	OFPR *Event follows PRN event*	Date order is entered Jurist	Future Reporting
Emergency Removal Hearing Held MCR 3.974(B)	EDIT EVENT	ERH	Jurist Legal Status: N/A unless different from current legal status on minor's file	AR: Line 28
Entry of signed Order Following Emergency Removal Hearing JC 75	EDIT EVENT	OFER *Event follows ERH event*	Date order is entered Jurist	Future Reporting

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Dispositional Review Hearing-91 Day Held MCR 3.975(A)	EDIT EVENT	SRE	Jurist Legal Status: N/A unless different from current legal status on minor's file	AR: Line 27
Entry of signed Order Following Statutory Review Hearing JC 19	EDIT EVENT	OFSR *Event follows SRE event*	Date of entry of order Jurist	Future Reporting
Supplemental Dispositional Hearing Held MCR 3.974(C)	EDIT EVENT	SDH	Jurist Legal Status: N/A unless different from current legal status on minor's file	AR: Line 27
Entry of Signed Supplemental Order of Disposition JC 19	EDIT EVENT	OFSD	Date order is entered Jurist	Future Reporting
Expedited Permanency Planning Hearing Held MCR 3.976(B)(1)	EDIT EVENT	EPPH	Legal Status: N/A unless different from current legal status on minor's file Jurist	AR: Line 27
Permanency Planning Hearing Held MCR 3.976(B)(2)(3)	EDIT EVENT	PPH	Legal Status: N/A unless different from current legal status on minor's file Jurist	AR: Line 27

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Entry of signed Order Following Permanency Planning Hearing Order Following Expedited PPH JC 64	EDIT EVENT	OFPP or OFEP	Date order is entered Jurist	Future Reporting
Parental Rights Termination Hearing Held MCR 3.977	EDIT EVENT	TRP	Legal Status: Termination petition granted: PWS, PWC, PWA Legal Status: Termination petition not granted: N/A unless different from current legal status on minor's file	P2: Section E, Line 9 (if parental rights were terminated) AR: Line 29
Entry of signed Order Terminating Parental Rights/ Commitment to FIA MCR 3.977 JC 63	EDIT EVENT	OTPR *Event follows TRP hearing (if rights are terminated)*	Date order is entered Jurist	Future reporting
Post Termination Review Hearing Held MCR 3.978	EDIT EVENT	PTRV	Legal Status: N/A unless different from current legal status on minor's file Jurist	AR: Line 30
Entry of signed Order Following Post Termination Review JC 76	EDIT EVENT	OFPT *Event follows PTRH event*	Legal Status: N/A unless different from current legal status	Future Reporting

TYPE OF PROCEEDING (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Rehearings	EDIT EVENT	REH	Legal Status: N/A unless different from current legal status on minor's file Jurist	AR: Line 31
Show Cause Hearings	EDIT EVENT	SCH	Legal Status: N/A Jurist	AR: Line 32
Change in Legal Status (i.e. Temporary Ward to Permanent Ward)	EDIT EVENT	ANY EVENT TYPE	Legal Status: Enter new legal status	P2: Section E, Line applicable to legal status entered
Termination of Court Jurisdiction	EDIT EVENT	OTJ		

Comments:

Per caseload instructions, "Adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition or some other dispositive order." A petition that is withdrawn, dismissed, transferred or not otherwise authorized is not reported. If the petition is first authorized, then withdrawn, dismissed or transferred, then it is reported. Therefore, you must:

- Enter an event of **DSP** (Dispositional Hearing) using the date of the dispositional hearing (The DSP event is necessary for accurate reporting on the Activity Report), and

- Enter an event of **OFID (**Order Following Initial Disposition Hearing) (JC17 or JC 26) using the date that the signed dispositional order is entered (the OFID event is necessary for accurate reporting on Part 4 of Caseload).

- *All hearings* should be entered first with the hearing event (this is also the event that you will use to create the order from) and then at the time the order is signed a second event created for the entry of the order.

- Petitions that are first authorized, then waived, dismissed, or transferred do not require an event of **DSP** (Dispositional Hearing) or **OFID** (Order Following Initial Dispositional Hearing) to be counted on Caseload Part 4.

PCN events must be used to indicate a move from in-home placement to out-of-home placement.

- When a minor is moved to out-of-home placement, a placement (PCN) event must be entered on the system, with Custody of **Y**.

- When the minor is returned home, another placement (PCN) event must be entered on the system, with Custody of **N**.

- You may also continue to use placement (PCN) events to reflect a change in out-of-home placement, such as from one foster home to another or relative placement to a foster home, using **Y** in the custody field.

Legal Status (entered through the EDIT EVENT screen) should be entered when the legal status is first determined. Do not enter the legal status again unless there is a change.

- Minor is made a temporary ward of the court, supervised by Family Independence Agency and placed with the father. The legal status would be entered as **TWS**. A PCN event (placement change notice) would also be created placing the minor with her father, with custody of **"N"**

- Six months later, there is a change in circumstances. A supplemental petition is filed and a Emergency Removal Hearing is held. The child is removed from the home. The legal status would remain as TWS (Temporary Ward, Supervised by the State), **but** a PCN event must be created placing the minor in foster care, with custody of **"Y"**.

- Seven months later a termination petition is filed and the rights to both parents are terminated and the minor remains in the current foster home. The legal status would change to **PWS** (Permanent Ward/Supervised by the State). No PCN event is necessary because the child's placement and custody have not changed..

Since each Judge must report their case data individually by bar number, it is important that you enter a Judge's **Jurist** number at the "Jurist" field on the Edit Criminal/Juvenile Case screen. Referee numbers should not be entered at this field; there is a specific field for the referee's number on the Edit Criminal/Juvenile Case screen.